

NH Bureau of Education & Training (BET)

Human Resource Management Certificate Program

The Human Resource (HR) Management Certificate program is designed for HR administrators, HR coordinators, payroll personnel, and other employees who carry out HR-related responsibilities.

Program Benefits

- Graduates of the HR Management Certificate program earn one year of credit toward specific job requirements for employment with the State of New Hampshire in positions requiring experience in human resources.
- Courses taken as part of the HR Management Certificate program which are core courses for other certificate programs offered by BET are transferable to the other program(s).
- Examinations for certain State of New Hampshire human resources positions are waived for graduates of the HR Management Certificate program.

Core Curriculum

The program offers a diverse curriculum designed to strengthen the knowledge, skills, and abilities associated with successful human resources management.

- The classes are designed to prepare (HR) professionals for the ever changing and demanding world of HR management.
- The program is tailored primarily towards government/nonprofit workforces and encompasses competencies identified by the Society for Human Resource Management (SHRM) as core competencies. SHRM competencies are also broadly applicable to the HR profession in the private sector.

Program objectives and classes include:

Orientation/ Myers Briggs Type Indicator (MBTI)
HR Expertise
Relationship Management
Ethical Practices
Consultation and Culture
Critical Evaluation
HR Leadership
Capstone

The program culminates in a capstone project that focuses on workforce development which includes; knowledge management and succession planning.

Additionally, students will complete 3 electives from BET professional development or BET approved courses.

Core classes are scheduled one day per month from September 2015 – May 2016, from 9am-4pm at the BET training center 130 Pembroke Rd. in Concord. The three electives may be selected from the BET catalog, in consultation with the program advisor.

Date	Class
September 15, 2015	Orientation/ Myers Briggs Type Indicator (MBTI)
October 15, 2015	HR Expertise
November 4, 2015	HR Relationship Management
December 16, 2015	HR Ethical Practices
January 27, 2016	HR Consultation & Culture
February 18, 2016	HR Critical Evaluation
March 9, 2016	HR Leadership
May 5, 2016	Capstone
TBA	Graduation

Tuition & Application

Cost of the program: \$900.00* per student

*Tuition is \$950 for applications received after 6/30/15.

Deadline to apply: July 17, 2015. *Tuition is \$950 for applications received after July 17, 2015.

Contacts: Kate McGovern 271-1429 or mary.mcgovern@nh.gov

Michael Moranti michael.moranti@nh.gov or Sean Wright sean.wright@nh.gov

Applicants should hold one of the following employment positions:

- Supervisor or Manager
- Human Resources Administrator
- Human Resources Assistant
- Human Resources Coordinator
- Individuals with some human resource function responsibility
- Payroll or benefit technicians

Complete the application available on the next page.

- Have your application endorsed by your immediate supervisor, and, if required by your organization's policy, include a second signature to verify funding approval, and/or approval by the Human Resources office. The signature(s) indicate you will receive funding for the program, as well as support on the job to act on program projects and apply learned skills. Your supervisor is responsible for reviewing the requirements and application form with you as the employee who is applying for acceptance into the program.
- Return the completed application to:
 NH Division of Personnel
 Bureau of Education and Training
 State House Annex
 28 School Street
 Concord, NH 03301

**Application for
Human Resource Management Certificate Program**

Division of Personnel
Bureau of Education and Training
State House Annex
28 School St.
Concord, NH 03301

Date: _____

I. Personal information

Name: _____

Work Address: _____	Phone: _____
_____	Fax # _____
_____	Email: _____
Home Address: _____	Phone: _____
_____	Cell: _____
_____	_____

II. Current work information

Title: _____ Department: _____

Supervisor: _____

Responsibilities:

III. Signatures

Applicant: _____ Date: _____

Supervisor's or Manager's support statement: "My signature below indicates that I fully support this candidate's entry into the HR Management Certificate Program."

Supervisor: _____ Date: _____

Other signatures, if
appropriate _____ Date: _____

_____ Date: _____

For assistance, please contact Michael Moranti at BET:

Phone: 271-0051

Email: michael.moranti@nh.gov